

27 June 2022

Dear Parent/Carer

**Year 7 Parents Evening – 4 July 2022**

I would like to inform you that the parents evening for Year 7 pupils is arranged for Monday, 4 July, commencing at 4pm.

We will again be holding these face-to-face appointments virtually, using a web-based program 'SchoolCloud Parents Evening'.

**Please go to the link below from Tuesday, 28 June from midday to book your appointments.**

<https://penworthampriory.schoolcloud.co.uk/>

Full instructions on how to book and attend appointments are attached to this email (or can be downloaded from <https://www.priory.lancs.sch.uk/parents/letters>) and, in addition, a tutorial video can be viewed by clicking on the link below.

<https://vimeo.com/473882995>

To enable teachers to meet with as many parents/carers as possible, each appointment slot will be three minutes long. The appointments automatically stop after three minutes and teachers cannot extend the call. There is then a one minute gap before you are automatically transferred to the next teacher.

**Please note, when booking for Science, the subject will be listed as General I.**

If you would like to speak to a member of staff who doesn't teach your child, please feel free to contact them direct. A full email list can be found by clicking the link below.

<https://www.priory.lancs.sch.uk/parents/staff-contact-list>

We look forward to speaking with you on Monday, 4 July.

Yours faithfully



**Mr N Gee**  
**Assistant Principal**

